

HRIS Adjustments for Agencies Using CSB Timekeeping

The purpose of these instructions is to clarify the process for submitting the HRIS Payroll Time Adjustment Form to CSB Timekeeping for processing. The form is to be completed by your agency to report adjustments anytime there is a change in the hours previously reported to HRIS using the CSB Agencies Time Entry Form.

An example: In order to meet the time reporting deadline, an employee submits his/her Time Entry Form early in the second week of a bi-weekly pay period. On Wednesday, your agency submits these hours to CSB timekeeping in advance of the hours actually being worked. Later, the employee has an unanticipated change in his or her work hours on Thursday or Friday. Your agency therefore must change the hours originally reported to HRIS.

A copy of the CSB Agencies - HRIS Payroll Time Adjustment Form (HRISadjustment.xls) is attached. This form may be completed either in Excel or manually using ink. However, the final copy must include an authorized agency signature.

In order to submit the adjustment to HRIS, please complete on the top portion of the form: your AGENCY name and letter code, the BATCH # of the original group of time entry forms submitted (if known), and the EFFECTIVE PAY PERIOD From:/To: dates.

For each employee with an adjustment list: the 5-digit E I N (Employee Identification Number), and the LAST, FIRST NAME of the employee, the PAY CODE for the type of hours to be increased or decreased, the ACTUAL DATE that is to be corrected, and the number # OF HOURS to be adjusted on that date. Hours to be reduced are shown preceded by a MINUS - sign. Hours to be increased are preceded by a PLUS + sign. Each reduced or increased PAY CODE and # OF HOURS +/- are recorded on separate lines on the form.

It is very important to show the ACTUAL DATE of the adjustment (not the date the form is prepared) and the originally reported hours to be reduced for any pay code adjustment. So please ensure that you enter the correct ACTUAL DATE to be adjusted. If multiple days need to be corrected, use a separate line for each date and complete additional pages if necessary.

When changing to Pay Code 311 - Family Sick Leave or Pay Code 340 - Bereavement Leave, please indicate the ATTENDANCE CODE. (Note: These codes are listed on the CSB Agencies Time Entry Form.) In most cases, the distribution ACCOUNT and AY (appropriation year) are not effected, so these sections can be left blank.

When an employee leaves work early due to illness, please indicate only the number of sick leave hours taken on that day. Also when the adjustment is made to a Time Accrual Plan (Sick or Annual Leave), please list the plan name in the REASON FOR ADJUSTMENT.

After authorized by the appropriate agency personnel, the completed form should be submitted by faxing it to (602) 542-5749, Attn: CSB Timekeeping. If a HRIS Payroll Adjustment Form is received before Friday at 5 PM of the Pay Period Ending Date, it may be used to adjust the hours reported in the current bi-weekly pay period. If not, the adjustment will be processed in the following bi-weekly pay period.